

SANDY CITY
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Zoning Administrator
- Revision Date: 03/2017
EEO Category: Professional
Status: Exempt (Prof.)
Control No: 30658

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Planning Director (Division Head), acts as a team leader with other planners, specifically supervising the Zoning Administration Section within the Planning Division; performs a high level of professional planning activities pertaining to planning and zoning, including land use, transportation, zoning, development review, variance and special exception requests, architectural review, economic development and other areas of planning impact.

III. Essential Duties:

PROJECT REVIEW AND DEVELOPMENT

- Act as staff planner to City Board of Adjustment (BOA), including setting and managing agenda for BOA and overseeing writing of staff reports, hearing notices, field trips and meeting set up.
- Perform professional review of variance and alleged error requests made to the BOA.
- Conduct on-going training for BOA members.
- Act as planner assigned to be “Keeper” of the Development Code.
- Coordinate the professional review of code amendments, signing of permit applications, subdivisions, zoning sign-offs, etc., for the Planning Division, ensuring compliance with City development ordinances and policies.
- Meet with developers, architects, builders, etc., coordinating and negotiating development proposals, ensuring compliance with City development ordinances and policies.
- Interpret Development Code in absence of Community Development Director and Planning Director.
- Coordinate and supervise building permit sub-check procedure, including approved plot plans, ensuring compliance with City development ordinances and policies.
- Supervise planning counter area and ensure public documents, handouts, maps, ordinances, etc. are up-to-date.
- Manage residential development review and mixed use to ensure compliance with City development ordinances and policies.

PUBLIC CONTACT

- Provide technical information and answer a variety of questions relating to planning, zoning and development procedures to the public, including residents, developers, builders, architects, engineers, realtors, in person and on the phone.

PLANNING COMMISSION, BOARD OF ADJUSTMENT AND CITY COUNCIL INTERFACE

- Research, write and present reports on specific projects and issues to be reviewed and acted upon by the Planning Commission, Board of Adjustment and City Council.
- Involve and keep the Planning Commission, Board of Adjustment and City Council informed with various steps required to complete develop plans, projects and updates.
- Responsible for training and education of the Board of Adjustment.

TEAM LEADER AND SUPERVISOR

- Supervise the work load and assignments of the Zoning Administration Section of the Planning Division.
- Assist staff planners and interns in the research, review and coordination of projects, development applications, variance and special exception requests and development issues.
- Track projects through the approval process and keep planning staff, applicants and other inter-departmental staff informed as to status and progress.

IV. Marginal Duties:

- Assist Planning Director in managing Planning Commission agenda, staff reports, field trips and meetings.

- Act as a staff liaison to other volunteer citizen committees, as assigned.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a bachelor's degree in urban planning or an equivalent degree.

Experience: Requires five years of progressively increasing planning experience working in local government or a comparable organization.

Certificates/Licenses: AICP (American Institute of Certified Planners) Certification preferred. Class C (Commercial Drivers License) required within six months of hire.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Principles and practices of community development, local government operation and structures, urban planning and design; transportation, strategic planning, capital improvement planning, development review, Federal Land Use Law, Utah State Land Use Law, principles of public relations, map reading and interpretation, rudimentary math skills and use of engineering and architectural scales.

Responsibility for: Managing residential development, City zoning approvals, the Board of Adjustment, helping City officials to make good decisions through the use of reliable information and appropriate recommendations, affecting the community and the activities of people for years to come; responsibility to supervise the workload and planning activities of other planners or interns within the section; working effectively across section lines to achieve work goals of the Division; responsibility for care, condition and use of materials, equipment, resources, etc.

Communication Skills: Communicate effectively verbally and in writing; communicate effectively in person and on the phone with City employees, citizens, developers and contractors regarding City ordinances, procedures and development standards; work effectively with upset customers in maintaining and improving the City's public image; work in group situations using tact and judgment in generating and implementing creative solutions in a cooperative manner.

Tool, Machine, Equipment Operation: Frequent use of office equipment, including personal computer, scanners, cameras, electronic presentation equipment, telephone, fax machine, calculator and copy machines.

Analytical Ability: Apply general principles of planning, City ordinances and the City General Plan effectively; analyze and organize data and development information for effective public dissemination; establish goals and priorities; use of innovation and creative design to implement City goals, policies and programs.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may frequently bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. A constant need for viewing plans, ordinances, etc; verbal interaction and listening skills necessary to deal with the public.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to moderate exposure to deadlines. Attendance at evening meetings is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This update job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVE BY: _____ DATE: _____